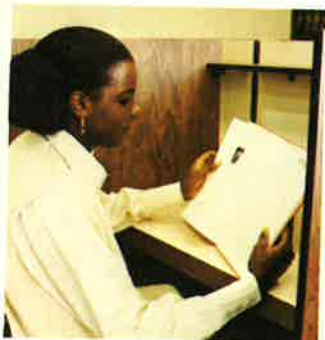




# JONES COLLEGE

BULLETIN

Supplement to 1974-75 Catalog



JACKSONVILLE, FLORIDA/ORLANDO, FLORIDA





ARLINGTON CAMPUS, JACKSONVILLE

# JONES COLLEGE

JACKSONVILLE, FLORIDA

NORTH CAMPUS

962 Dunn Avenue  
Jacksonville, Florida 32218  
(904) 757-7100

MAIN CAMPUS AND  
ADMINISTRATIVE OFFICES

Arlington Expressway  
Jacksonville, Florida 32211  
(904) 743-1122

SOUTHWEST CAMPUS

2255 Phyllis Street  
Jacksonville, Florida 32203  
(904) 387-6448

ORLANDO, FLORIDA

NORTH CAMPUS

I-4 at Highway 436  
Altamonte Springs, Florida 32701  
(305) 862-7585

MAIN CAMPUS

1505 East Colonial Drive  
Orlando, Florida 32803  
(305) 896-2407

# Table of Contents

A Contemporary College . . . .	5
Student Life . . . .	17
Admissions and Financial Information . . . .	23
General Information . . . .	31
Curriculum . . . .	37
College Calendar . . . .	53
Application . . . .	55

ARLINGTON CAMPUS, JACKSONVILLE





ARLINGTON CAMPUS, JACKSONVILLE





**ARLINGTON CAMPUS, JACKSONVILLE**





MAIN CAMPUS, ORLANDO



## A CONTEMPORARY COLLEGE

## STATEMENT OF PHILOSOPHY AND OBJECTIVES

The objective of Jones College is the development in each individual student of the knowledge, skills, and ethics consistent with responsible social and professional behavior.

It is the goal of the College to prepare the student for a rewarding life in a complex world, for further education, or for immediate employment upon graduation with personally satisfying opportunities for advancement and success.

The College will continue to be a strongly business-oriented institution, offering a wide selection of professional and cultural courses leading to the Bachelor of Science or Associate in Science Degree.



ARLINGTON CAMPUS, JACKSONVILLE



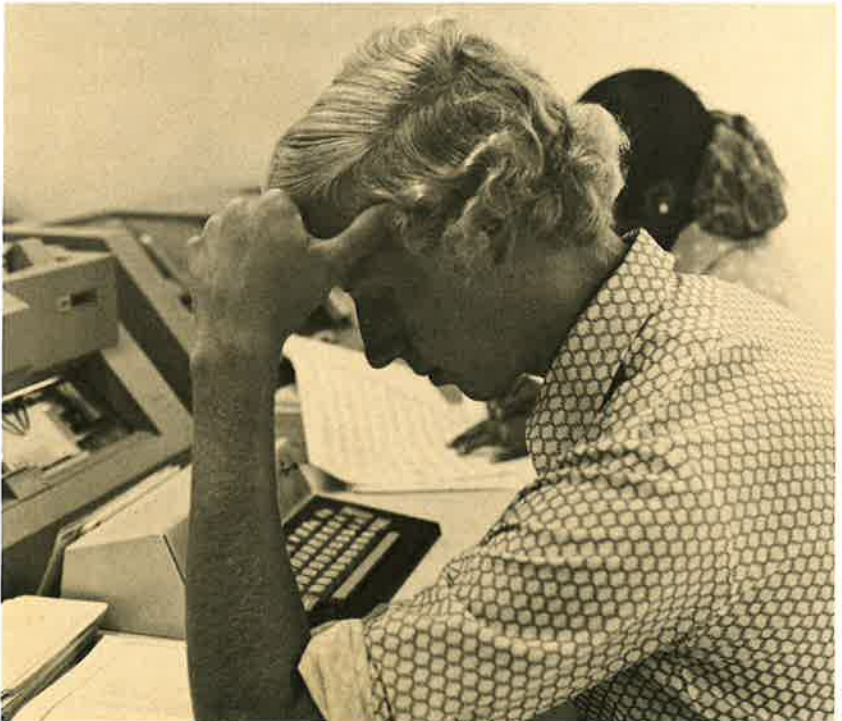
## ACCREDITATION

Jones College, Jacksonville, is accredited as a Senior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools, which has been designated as a nationally recognized professional accrediting agency by the United States Commission of Education.

During 1971 the Accrediting Commission approved the candidacy of the Orlando Campus as a four-year institution with similar degree-granting authority.

All campuses are listed as professional institutions of higher learning in the EDUCATION DIRECTORY, PART 3: HIGHER EDUCATION, published by the United States Office of Education.

Jones College is a non-profit, nonsectarian, coeducational institution, chartered by the State of Florida with authority to confer collegiate degrees. The College is a member of the Florida Association of Colleges and Universities and a member of the American Association of Junior Colleges. It is approved by the Florida State Approval Agency for Private Schools and is licensed by the State Board of Independent Colleges and Universities.



ARLINGTON CAMPUS, JACKSONVILLE



ARLINGTON CAMPUS, JACKSONVILLE

## HISTORY

Founded in Jacksonville in 1918 by Annie Harper Jones, the College had a modest beginning with fewer than 50 students. In early years the program consisted primarily of specialized business training. Over the years the program has been steadily enriched. A solid growth in student attendance to the current record enrollment has been a natural development.

In 1947 the College was chartered by the State of Florida as a non-profit degree-granting institution. Under this charter the College is governed by a Board of Trustees; and all income in excess of operating expenses must be devoted to providing better housing, equipment and educational facilities. In 1953 a branch campus was established in Orlando, Florida to serve the rapid growth of the Central Florida area. In 1970 a third campus was established in the southwest section of Jacksonville. Continued growth required the acquisition of larger facilities for the Orlando branch and a new modern campus was opened in 1972. North Campuses were opened in Jacksonville January, 1973, and in Orlando March, 1973.

## ABOUT THE JACKSONVILLE CAMPUSES

### **Location and Cultural Opportunities**

The Arlington main campus is located on the beautiful St. Johns River. Just a few miles away is one of the world's finest beaches on the Atlantic Ocean. Jacksonville offers both fresh and salt-water recreation and the area is a fishing and boating paradise. Broad streams enter the St. Johns here and provide miles of waterfront scenic beauty and recreation. The modern Arlington Expressway (adjacent to the campus) puts fun, work and shopping within a few minutes of the college.

The temperate climate, characterized by short mild winters and long, relatively warm summers, boasts an average temperature of 67.8 degrees. Average seasonal range is from 54.7 in December to 80.2 in July.

### **Recreation**

Recreational opportunities are limitless and outdoor sports are year 'round. The sports complex—consisting of the Coliseum, and the Gator Bowl seating seventy thousand—is famous for its annual New Year's Bowl Game and the traditional Georgia/Florida grid classic. Professional hockey, basketball, wrestling, and boxing share the 10,000-seat Jacksonville Coliseum with such bright attractions as the Ringling Brothers Barnum and Bailey Circus and spectacular ice shows. A recent arrival to Jacksonville are the Jacksonville "Sharks" of the newly-formed World Football League.

### **The Arts**

The Civic Auditorium features the finest of concerts, plays, and ballet. The Symphony Association presents five concerts a year. Jacksonville's youth orchestra is considered one of the best in the South. There are choral societies for both men and women and several fine theatre guild groups. The widely renowned Cummer Gallery of Art and the Jacksonville Art Museum have permanent collections and also offer special exhibitions. Art classes are conducted by the Jacksonville Art Museum. The works of such outstanding artists as Titian, El Greco, Velazquez, Rubens, Winslow Homer, Goya, and Del Sarto are represented in the permanent collections.

## Physical Plant and Facility – Arlington

Jones College, Arlington in Jacksonville, is ideally located on the east bank of the St. Johns River. Situated in suburban Arlington, one of Jacksonville's most attractive residential areas, it provides immediate access to the downtown business area or to the ocean beaches. The quiet, campus atmosphere provides a desirable environment for study and learning.

The college tower was completed at a cost of over \$3 million. In addition to the college classrooms and residence halls, the consolidated living-learning building also houses the studios of college-owned radio stations WKTZ, WKTZ-FM and WFAM Educational FM. This beautiful twelve-story structure is completely air-conditioned. It provides students with residence facilities unequalled anywhere in the South for comfort, beautiful furnishings, spacious rooms, and everything necessary for gracious student living. A large swimming pool and patio recreation area are available for the enjoyment of resident students.

ARLINGTON CAMPUS, JACKSONVILLE





ARLINGTON CAMPUS, JACKSONVILLE

The lower floors are used for instructional and administrative purposes. The James V. Forrestal Library/Learning Center and the Student Center are provided for student use. Special conference rooms are available for group meetings of all kinds—fraternities, sororities, clubs, etc. Automatic elevators provide convenient and safe transportation between the college classrooms and residence halls, which are located on the upper floors of the building. The ultimate planning of the college facilities has been directed toward achieving maximum convenience and comfort for the students while developing high-level efficiency in the operation of the college.

Jones College Arlington Campus residence halls are new and modern. Each unit contains an all-electric kitchen, comfortable living and sleeping quarters, private balcony terrace overlooking the St. Johns River and large picture windows. A cafeteria is operated in the Student Center.

A full-time Residence Director and a staff of competent resident assistants are available at all times to assist resident students in every way to provide responsible supervision. A registered nurse is in residence and the college medical doctor is on 24-hour call.

### **Southwest and North Campuses**

The Southwest Campus is located in the southwest section of Jacksonville at the Stockton Street exit at Interstate Highway I-10. The North Campus is conveniently accessible from I-95 on Dunn Avenue West. These facilities were designed to serve commuting students primarily. Dormitory accommodations are not provided.

## ABOUT THE ORLANDO CAMPUSES

### Location and Cultural Opportunities

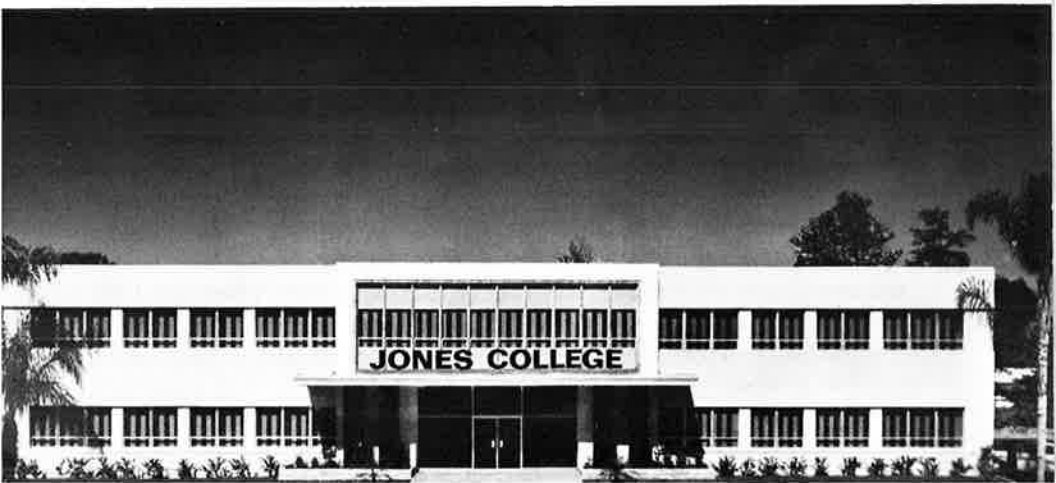
Orlando, the geographic center of Florida and the home of Disney World, is the state's transportation hub. Six primary highways converge on the central city, and three major airlines make dozens of daily flights into Orlando. Appropriately described for many years as "The City Beautiful," Orlando, seat of Orange County in central Florida, is a dynamic, yet charming, metropolis that is richly endowed with an endless variety of beauty. Despite its mushrooming population, the city somehow still retains its serene, suburban charm.

Disney World is now welcoming a million visitors each month and is a continuing source of pleasure and entertainment to visiting students from both Jacksonville and Orlando. Disney World and the hundreds of Orlando businesses and facilities in the area are employing many thousands of people and are contributing substantially to the tremendous growth in central Florida.

The John F. Kennedy Space Center at Cape Canaveral, Florida is within 40 miles of Orlando and easy driving distance of Jacksonville. Frequent visits to the Space Center are made by students of both the Jacksonville and Orlando schools.

Orlando has an ideal climate, with an average annual temperature of 72 degrees and is strategically located in the heart of the states.

MAIN CAMPUS, ORLANDO



## ORLANDO MAIN CAMPUS

### Physical Plants and Facilities

The main Orlando Campus of Jones College is located in a business center of the city adjacent to a fine residential area and only one and one-half blocks from the junction of U.S. Highways 17 and 92 and Florida Highway 50. These highways are main arteries from the north or south and east or west.

Tropically landscaped grounds, sizable parking areas, and an attractive modern building make this campus one of Florida's finest.

All areas of the two-story building are completely weather conditioned for summer and winter. The classrooms are equipped with functionally modern furniture to insure the best in classroom comfort.

With facilities for 1100 students and an outstanding faculty devoted to the education of young people, the Orlando Main Campus offers many advantages to students in the areas of employment preparation and career potential.

There are no dormitory facilities at the Orlando Main Campus. Students from out of town or out of state must secure their own residence facilities; however, the college will assist students in finding suitable accommodations. If on-campus residence facilities are required, it is recommended that the students attend the Jacksonville Campus.

## ORLANDO NORTH CAMPUS

The new Orlando North Campus is located conveniently on I-4 at Highway 436 in Altamonte Springs, a suburb of Orlando. The enrollment includes many students who commute from the central Florida cities north of Orlando.

The classrooms of the North Campus offer modern equipment, air-conditioned facilities, and a superior faculty similar to that enjoyed by the students on the Orlando Main Campus. The North Campus facilities are designed to accommodate 450 day and evening students.

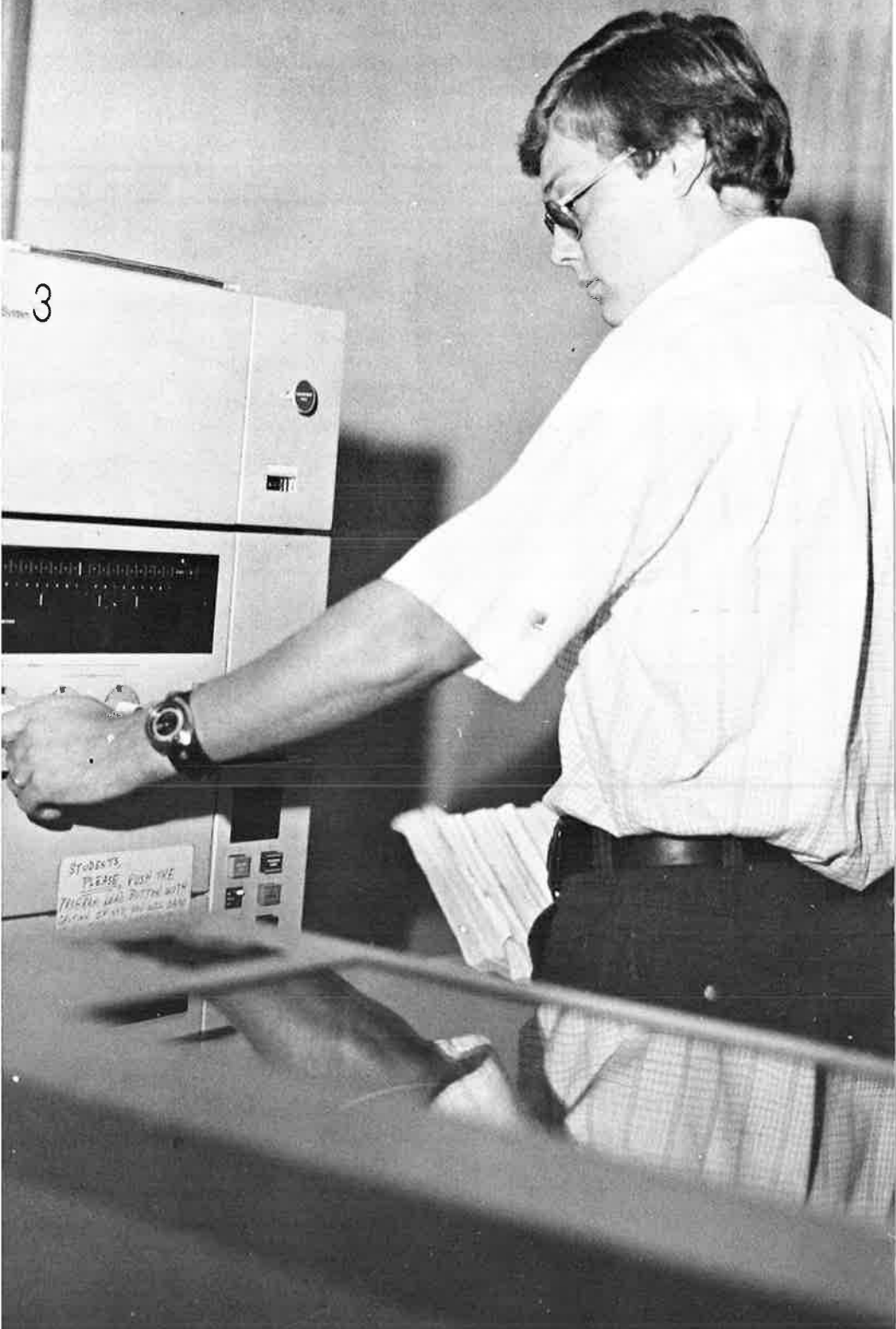


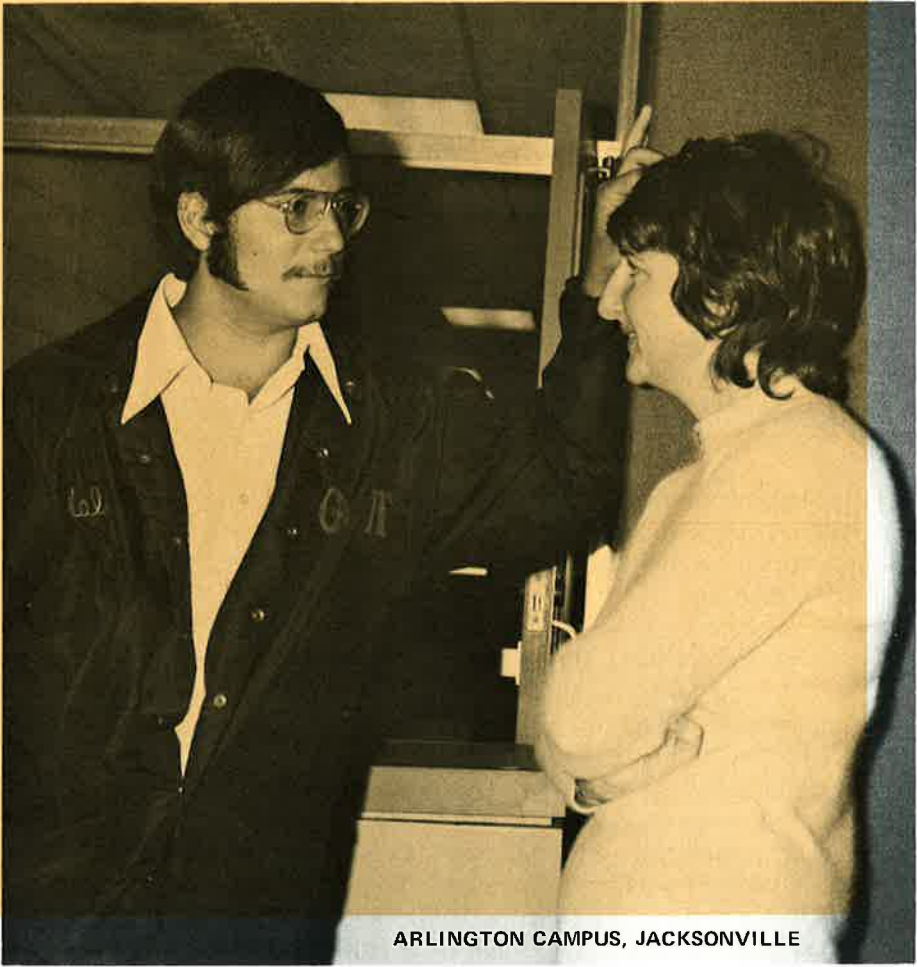
## ORLANDO CAMPUS



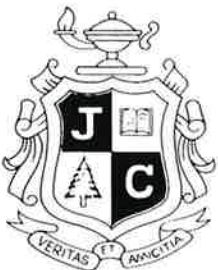








ARLINGTON CAMPUS, JACKSONVILLE



## STUDENT LIFE

## STUDENT LIFE

Life in college can be varied and exciting. The student's education also includes the development of his understanding of people and the culture in which he lives. Many campus activities provide opportunities for this development as the student enjoys social contacts that often develop into lifetime friendships.

All activities described in this section are available on the Arlington Campus and many apply also to the smaller Orlando Main Campus.

The College provides many resources for activities of the campus community. Formal conference rooms, informal lounges, game and other facilities are available to students, alumni, and faculty. The TV lounge and poolside patio are also popular gathering places.

Social activities vary from year to year according to the inclination of the students. Sponsored by various student organizations, events such as dances, field trips, fashion shows, and surfing parties are numerous.

The College has a limited number of specific rules for the purpose of regulating campus life. The basic assumption is made that college students do not require detailed conduct instructions. Such regulations as have been adopted are set forth in the Student Handbook and College catalog.

The orientation program each quarter is important to all new students—freshmen and transfers. These sessions deal with both academic and extra-curricular matters. Campus organizations and honors are carefully described. New students are also given practical advice on study habits, the budgeting of time, and other matters of common concern. The student's academic program is outlined at this time.

The faculty has access to the student's total record and is prepared to counsel with him on personal or academic problems at any time. The student is expected to establish a continuing relationship with the faculty.



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Through the College's long tradition of close student-faculty relationships, the student will find ample opportunity to become well acquainted with both the Dean and his classroom instructors. Most classes are groups of 15 to 35 students. Faculty members have regular hours, and the student should seek a conference with his instructor when he feels the need for additional guidance.

Students who show outstanding qualities of leadership, character, and scholarship can be nominated for membership in national honor and social fraternities and sororities of highest rank. Community and campus projects, many social events, a wide range of athletics, and other fraternal activities provide a full calendar for the membership.



## JACKSONVILLE







ARLINGTON CAMPUS, JACKSONVILLE

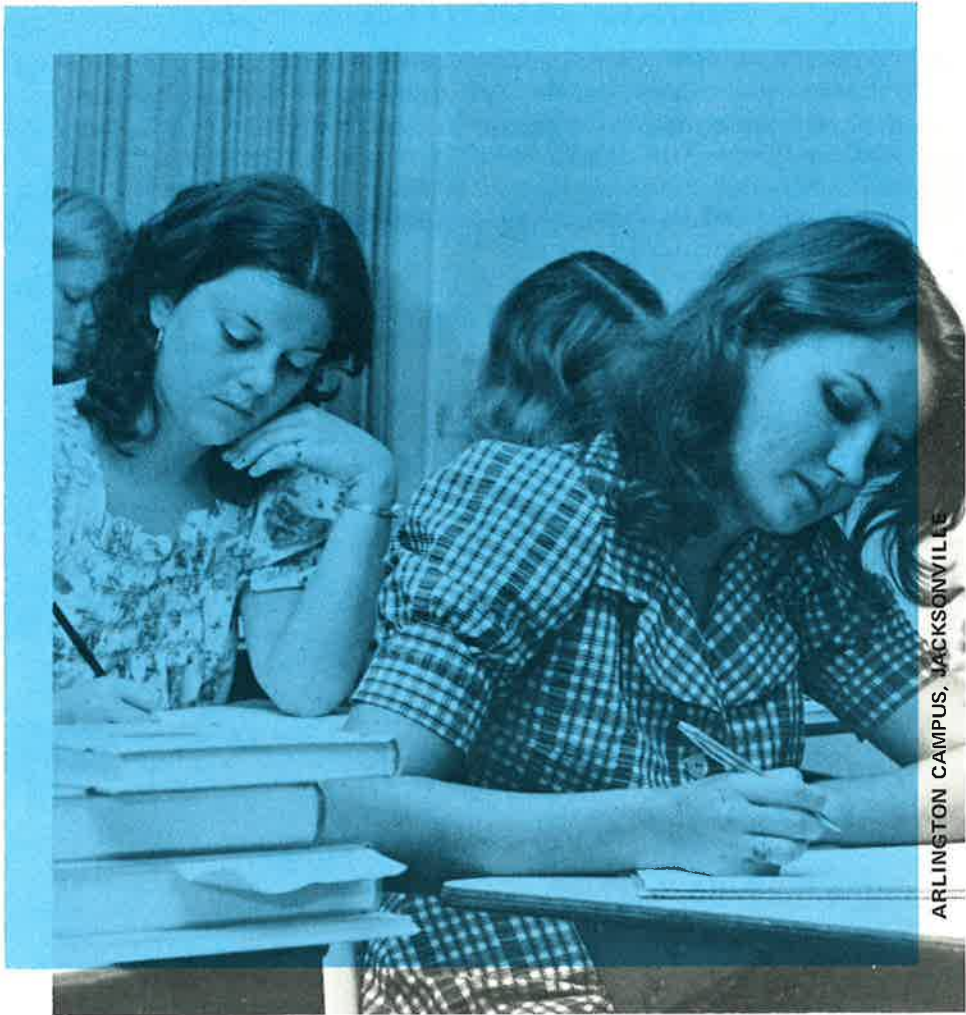
Chapters of the American Management Association and the Data Processing Management Association, head up the list of other campus organizations that provide many opportunities for service projects and activities for students who share the same interests.

### **SOCIAL AFFAIRS, ACTIVITIES, AND ATHLETICS**

Participation in class activities and membership in the various student organizations are encouraged.

Sports enthusiasts in the student body have a variety of choices in athletic participation. Popular sports activities include surfing, golfing, skating, bowling, water skiing, riding, etc. Informal beach swim and surfing parties are regular events. An all-college Golf Tournament and Bowling Tournament attract healthy participation.





ARLINGTON CAMPUS, JACKSONVILLE



# ADMISSIONS AND FINANCIAL INFORMATION

## GENERAL ADMISSION REQUIREMENTS

Graduation from high school or its equivalent is a prerequisite for admission to Jones College. Applicants not completing a secondary program or not issued a diploma will be considered for admission on the basis of the General Education Development (GED) tests. Applicants are informed of acceptance a few days after all required information is received. Students may apply for entry at the beginning of any term.

### EARLY ADMISSION

Applicants will be considered for acceptance prior to secondary school graduation. Early applicants should submit their academic record through their junior year. Early acceptance is based on the assumption that senior year high school grades will reflect similar achievement.

### REGULAR ADMISSION

Recent graduates of high school are urged to submit their applications at an early date since enrollment is limited. Recommendation by the Guidance Counselor is an important factor in favorable consideration of the applicant.

### TRANSFER STUDENTS

Students in any undergraduate program in another college or university may apply for transfer to Jones College. Approval will be given by the Registrar for the maximum number of credit hours already completed that are compatible with the Jones College program. Individual programs are developed for the transfer student to allow completion in the shortest possible time.



JONES COLLEGE  
INGTON CAMPUS, JACKSONVILLE

## FOREIGN STUDENTS

When foreign students apply for admission, official transcripts of completed secondary and college credits are required with notarized translation. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received for each course prior to admission approval. Satisfactory evidence of successful mastery and command of the English language is required for all foreign students. All records should be submitted at the time of application. They will be evaluated by the Admissions Committee and the student accepted and fees paid before Form I-20 (Immigration Certificate of Acceptance) is sent to the applicant. With these exceptions, the conditions for admission of foreign students are identical with those for American students.

## G.I. BILL OF RIGHTS

Jones College is approved for training under the G.I. Bill of Rights. Students are enrolled on a credit hour basis in day or evening classes. Students attending two evenings a week can qualify for three-quarter time training allowance under the Act. Academically qualified veteran evening students may add Friday evening or Saturday morning classes and receive full-time benefits from the V.A. Veterans attending under the G.I. Bill are usually approved to pay quarterly charges in three monthly payments as they receive their checks from the Veterans Administration.

A special bulletin for prospective veteran students lists current G.I. Bill training allowances and is available upon request.

## APPLICATION PROCEDURE

High school students and recent graduates must submit the completed Application for Admission form to the college with the application fee of \$10, which is paid only once and is non-refundable. A high school transcript of work completed through date of application, if available, is also required. If the transcript is not available at the time of application, the college will correspond with the high school. High school officials should be requested to supply the information indicated on the application form. High school graduates will mail their applications directly to the college.

In Jacksonville and Orlando, two hundred dollars is payable within 60 days after acceptance for those who are accepted between September 1 and March 30—or within 30 days after acceptance for those who are accepted between April 1 and July 1.

The balance of the first year's tuition, and full first year's residence fees are due by August 1 for those registering for the Fall Term. If special acceptance for the Fall Term is granted after July 1, then all fees for the year are due on August 1. First year fees for late registrants are due before entry. Students registering for Winter, Spring, or Summer Terms are given a date 30-60 days prior to their date of entry to make their financial arrangements as outlined above.

After the first student registers, \$80 family reduction per school year (3 quarters) is allowed to each student from the same immediate family.

## TUITION AND FEES

All financial obligations must be fulfilled as stated in the "application procedure" section of the catalog. Students are admitted with the understanding that they will remain the full academic year, unless otherwise specified at the time of entrance.

Students will not be given credit for work done, will not receive honorable dismissal, or a transcript of credit, or be permitted to graduate, until all college bills are paid.

Students will be accepted any quarter for a period of a full academic year of three quarters.

### Fees per School Year (3 Quarters)

* Tuition (all majors except Fashion Merchandising)	\$1175.00
Residence Fees	585.00
Application Fee (to accompany application)	10.00
Registration Fee (upon acceptance)	50.00
Residence Application Fee (upon acceptance)	10.00
Graduation Fee (due last quarter)	20.00
Laboratory Fee for Data Processing major	200.00
Re-entry Fee	2.50
Examination make-up Fee, each	1.00
Final Examination make-up Fee, each	5.00
* Fashion Merchandising (4 Quarters)	2100.00

The tuition rates quoted are for from a minimum of 12 to a maximum of 16 credit hours per quarter. Charges for additional credit hours will be made.

## G.I. BILL STUDENTS

The tuition rates shown above are not applicable for students attending under the G.I. Bill. A special bulletin is available upon request which contains all information necessary for those eligible for such benefits.

### REGULATIONS REGARDING REFUNDS OF TUITION

The operating budget of the College provides for the engagement of faculty, operating expenses, and other annual provisions for management and physical facilities. The College anticipates its budget upon the collection of fees for the full academic year from all accepted students, and for this reason students are accepted for not less than a full academic year of three quarters. The withdrawal of a student does not decrease the expenses of the College to any substantial extent; therefore, refunds or adjustments are made only under the following regulations:

1. **FAILURE TO ENTER**—If an accepted student does not enter classes, the full amount of prepaid tuition and residence charges will be refunded.

2. **WITHDRAWAL**—No withdrawal will be considered effective unless the student has notified the Dean or the Registrar of such withdrawal by means of a personal interview prior to or upon the date of withdrawal from classes. The effective date of withdrawal will be the last date of recorded attendance.

Tuition charges are made for a minimum of one school year (3 school quarters). After entrance, refunds of tuition charges may be made upon written application to the College. Application, registration, and residence fees are not refundable.

Refunds of tuition charges will be made as follows:

Withdrawal within:

First seven days of Quarter	90%
Next three weeks of classes	80%
Next five weeks of classes	55%
Second nine weeks of classes	30%
Thereafter, charges are not refundable	30%

3. **DISMISSAL**—(a) In case of dismissal for disciplinary reasons, any damage caused by misconduct or otherwise will be charged to the student.

(b) In case of dismissal for academic reasons, the above refund policy will be applicable.

## FINANCIAL AID PROGRAM

Jones College makes every effort to assist those students who need financial aid to locate financing to complete their college programs. Included here are highlights on the various forms of loans, scholarships, grants, and part-time work opportunities available.

### FEDERAL AID PROGRAMS

#### **National Direct Student Loans**

Students needing financial assistance may borrow up to \$1,250 per academic year under this program. Payments begin ten months after the student completes his studies and may be extended over a 10-year period. Repayment may be deferred up to three years during service in Peace Corps, VISTA, or the Armed Forces and may be deferred as long as the borrower carries at least a half-time academic load at an institution of higher learning.

#### **Basic Educational Opportunity Grant**

Only full-time students who began their post high school education after April 1, 1973 are eligible for this grant program. The "Application for Determination of Basic Grant Eligibility" form may be obtained from the College, high school counselors, or public libraries and is submitted to an agency of the Federal Government in accordance with the application instructions. The eligibility is then determined and notification sent directly to the student who then forwards such notification to the College where the actual Basic Educational Opportunity Grant Award is calculated.

#### **Supplemental Educational Opportunity Grant**

This program is available to those students providing exceptional financial need and who would be unable to attend college without grant assistance. The Supplemental Educational Opportunity Grant may not exceed, for each of the student's undergraduate years, the lesser of \$1,500 or one-half of the total amount of financial aid provided to the student.

#### **Federally Insured Student Loans**

All students are eligible for loans under this program. A student may borrow up to \$2,500 per academic year from a participating lending institution. Repayment of the loan begins nine months after the student ceases to carry at least a half-time course of study, but may be deferred during periods of service in the Armed Forces, Peace Corps, or VISTA.

#### **College Work-Study Program**

Preference is given to those students with the greatest financial need who require employment to assist with their education-related expenses. Students work an average of 15 hours per week in departments on the College campus in conjunction with their class schedules.



ARLINGTON CAMPUS, JACKSON

## OTHER SOURCES OF AID

### **State Guaranteed Loan Plans**

State Guaranteed educational loan plans are available in most states with generally the same provisions as the Federally Insured Student Loan Program. Application forms and information are available at most lending institutions.

### **Jones College Financial Grants**

A limited number of grants are awarded on the basis of extreme financial need, in most cases where assistance from the Federal Aid Programs is insufficient in meeting the total educational costs (or need) of the student and is based on the evidence of ability to succeed in college-level work.

### **Jones College Work Grants**

A limited number of grants are available in return for the performance of campus duties at the student residence halls, library, grounds, and various offices. These opportunities are usually reserved for upperclassmen. Students wishing to apply for Work Grants should contact the Director of Financial Aid at the College.

## SUGGESTIONS FOR AID APPLICANTS

1. Applicants seeking financial aid should first, study the annual expenses at Jones College; second, ask their high school guidance counselors about local funds available; third, contact the Jones College Director of Financial Aid for details and application forms.

2. Applicants are not considered for participation in the College financial aid program until they have been accepted for admission to Jones College and have paid their application fee.

3. Students must be in good standing to be eligible for continued financial aid.

4. A confidential financial statement of parental income is required for most types of aid.

5. When a student submits an application for financial assistance it is analyzed by the Director of Financial Aid and a plan is recommended to the student, which appears to the Director of Financial Aid to be the best possible arrangement for that individual. This may include a combination of more than one type of aid. The student reviews the plan and indicates his acceptance of it before any commitment is made.

## ANNUAL SCHOLARSHIPS FOR JONES COLLEGE STUDENTS

The following Scholarships are awarded during the Fall Quarter of each academic year. The selection is determined by an administrative committee.

### **Achievement Scholarship**

Tuition credits of \$100 are awarded annually to the highest ranking students in the Freshman, Sophomore, and Junior classes.

### **Josephine Forrestal Scholarship**

A \$100 tuition credit is awarded annually on the basis of scholastic aptitude, need, and college citizenship.

### **Joe Harper Scholarships**

A \$100 tuition credit is awarded annually on the basis of scholastic aptitude, need, and college citizenship.

A \$100 tuition credit is awarded annually to a Junior Class member on the basis of self-growth and contribution to the College.



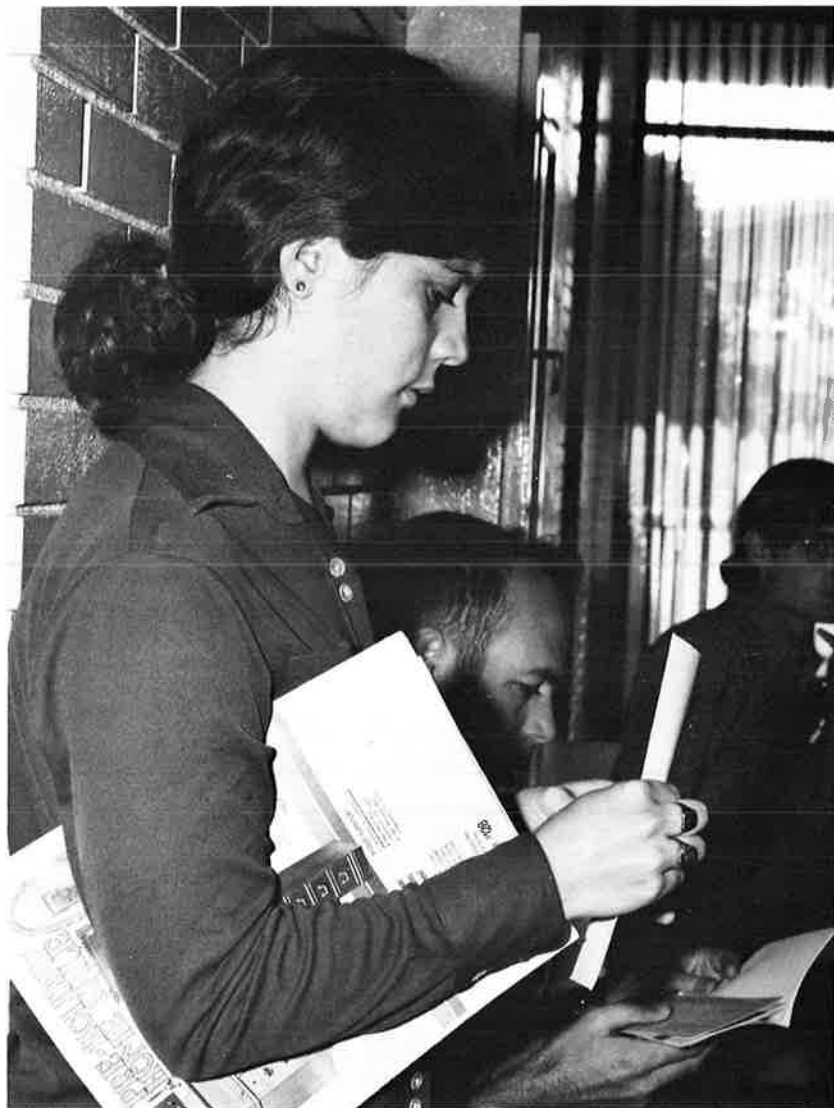


## GENERAL INFORMATION

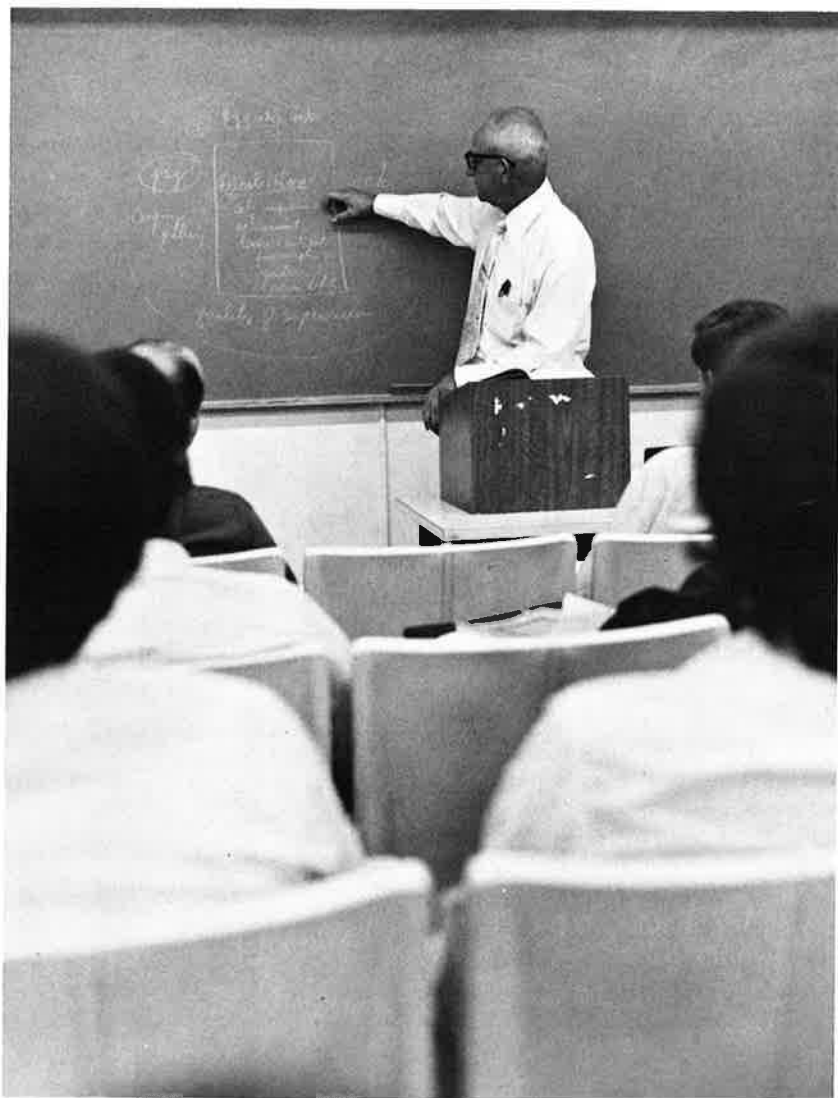
## GENERAL INFORMATION

### Counseling and Placement

New students are given a battery of aptitude and achievement tests plus special knowledge tests for advanced standing. The Iowa Silent Reading Test is included in the battery. Students testing below the 12th-grade level will be required to participate in review courses in basic areas and/or a reading improvement course. These courses will be in addition to the required courses in the degree program and, although non-transferrable, they will count toward the Jones College graduation requirements.



ARLINGTON CAMPUS, JACKSONVILLE



ARLINGTON CAMPUS, JACKSONVILLE

### **Transfer of Credits to Other Colleges**

The College is accredited by the Accrediting Commission of the Association of Independent Colleges and Schools, a nationally recognized professional accrediting agency.

The Jones College curriculum has been developed for the student interested in a program which will qualify him for a professional career in business or business administration. The College does not recommend application from students who are undecided about career plans, or who may later seek transfer.

### **Transfer of Credits to Other Colleges**

Traditional colleges and universities limit the offering of courses in the major areas of the junior and senior year. Jones College students begin their majors during the first academic year. Although many colleges accept our credits on transfer, a student planning transfer should obtain prior approval from the Dean or Registrar of the other institution before making application for admission here.

### **CLEP (College Level Examination Program)**

Students may earn up to 46 quarter hours for successful completion of the College Level Examination Program.

## **DIPLOMA PROGRAMS**

Excellent short programs are available in several areas, including Secretarial Science. Individual courses may also be selected by students interested in a particular area of professional studies, without enrolling in a degree program. The Director of Admissions can provide full information about these areas of specific interest.

**MAIN CAMPUS, ORLANDO**



## Placement Service

The College maintains a Placement Service for the benefit of in-school students, graduates and non-graduate alumni. Alumni are urged to maintain contact with the College Placement Office so that they may take advantage of the many desirable positions that are available with progressive employers throughout the year.

Many students work part-time while attending school, either under the College Work-Study Program or off campus.

Complete academic and employment records of each student are available to assist the prospective employer or alumnus.

## Class Size

Though it is the policy of the College to encourage individual attention in all classes, it may be necessary to cancel certain classes if the registration falls below workable levels.

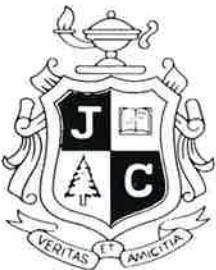
ARLINGTON CAMPUS, JACKSONVILLE







JAMES M. PATCH, DEAN, JACKSONVILLE



## CURRICULUM





## JUNIOR AND SENIOR COLLEGE PROGRAMS

The Associate in Science degree programs may be pursued either as terminal programs for those wishing employment on completion or for those desiring to continue their education in the Senior College Division.

### THE BACHELOR OF SCIENCE DEGREE PROGRAM IN BUSINESS ADMINISTRATION

To qualify for the Bachelor of Science Degree students are required to accomplish the following:

1. Complete a minimum of 186 quarter hours of acceptable work, of which at least the full senior year's credit requirements must be taken at Jones College.
2. Earn required credit in Areas I, II, III, and IV or as specified.
3. Maintain a general grade average of "C" or higher (a point average of at least 2.0 calculated only on credits attempted at Jones College). This requirement may be relaxed by the faculty academic standards committee for good cause and upon such conditions as the committee may fix.
4. Pass all required final examinations.
5. Abide by all College rules and regulations. Maintain a creditable attendance and department record and settle all financial obligations to the College prior to graduation.
6. Complete one term (six hours per week) professional internship for academic evaluation (broadcast and secretarial majors only).
7. Participate in the College commencement exercises next following completion of all course requirements.

## BACHELOR DEGREE PROGRAM

### Total Quarter Hour Requirements

	Quarter Hours
Area I Core . . . . .	26
Area II Major . . . . .	74
Area III General Studies . .	64
Area IV Free Electives . . .	22
Minimum Total . . . . .	186

### Area I—Core—Required for all programs 26 Quarter Hours

Course Numbers	Course	Quarter Hours
ACC 111	Principles of Accounting I	6
COM 133	Business English	4
ECN 241	Economics I	4
MAT 191	College Mathematics	6
MCH 161	Business Machines I	2
SEC 172	Beginning Typing	<u>4</u>
		26

### Area II—Major 74 Quarter Hours

#### Accounting Major (Select From)

Course Numbers	Course	Quarter Hours
ACC 112	Principles of Accounting II	6
ACC 213	Principles of Accounting III	3
ACC 214	Principles of Cost Accounting	6
ACC 216	Intermediate Accounting I	6
ACC 217	Intermediate Accounting II	3
ACC 219	Federal Taxation	4
ACC 319	Federal Taxation, Advanced	4
ACC 320	Federal Income Tax Accounting	2
ACC 415	Advanced Accounting I	6
ACC 416	Advanced Accounting II	3
ACC 417	Auditing	6
ACC 418	Auditing, Advanced	3
ACC 422	Computer Applications to Accounting Problems	6
DPG 183	Business Data Processing	4
ECN 344	Money and Banking	4
ECN 442	Financial Management	4
MAT 192	College Mathematics, Advanced	6

MGT	121	Introduction to Business	6
MGT	122	Principles of Management	3
MGT	124	Business Law I	5
MGT	125	Business Law II	4
MGT	227	Credits and Collections	4

**Broadcast Management Major**  
(Offered in Jacksonville only)  
(Select From)

Course Numbers	Course	Quarter Hours
ACC 112	Principles of Accounting II	6
ACC 213	Principles of Accounting III	3
BRD 050	Internship, WFAM, WJCR	0
BRD 150	Introduction to Broadcasting	4
BRD 151	Introduction to Television	4
BRD 156	Fundamentals of Broadcast Announcing I	6
BRD 157	Fundamentals of Broadcast Announcing II	3
BRD 251	Radio & TV Station Operation	4
BRD 253	Studio Productions	6
BRD 254	Communications Law	4
BRD 255	Government Regulations of Broadcasting	4
BRD 257	Advertising, Media	4
BRD 259	Television Productions	4
BRD 351	Market & Program Research	4
BRD 450	Issues & Problems	4
COM 336	Journalism	4
COM 339	Discussion and Conference Techniques	4
DPG 183	Business Data Processing	4
HUM 240	Contemporary Music	3
MGT 121	Introduction to Business	6
MGT 122	Principles of Management	3
MGT 224	Promotional Sales	4
MGT 320	Principles of Supervision	2

**Data Processing Major**  
(Select From)

Course Numbers	Course	Quarter Hours
ACC 112	Principles of Accounting II	6
ACC 213	Principles of Accounting III	3
ACC 422	Computer Applications to Accounting Problems	6
DPG 181	Key Punch	3
DPG 183	Business Data Processing	4
DPG 184	Automated Data Processing	4
DPG 185	Computer Concepts	6

DPG	187	Assembler Language	6
DPG	188	RPG II, Introductory	6
DPG	282	RPG II, Advanced	3
DPG	284	COBOL, Introductory	6
DPG	285	COBOL, Advanced	3
DPG	286	FORTRAN and BASIC	4
DPG	287	Business Systems: Analysis and Design	4
DPG	388	Management Information Systems	4
DPG	482	Operating Systems	3
DPG	483	Business Data Processing Applications	4
MAT	192	College Mathematics, Advanced	6
MGT	122	Principles of Management	3
MGT	124	Business Law I	5
MGT	125	Business Law II	4
MGT	320	Principles of Supervision	2

**Management Major  
(Required)**

Course Numbers	Course	Quarter Hours	
ACC	112	Accounting II	6
ACC	213	Accounting III	3
DPG	183	Business Data Processing	4
MGT	122	Principles of Management	3
MGT	124	Business Law I	5
PSY	240	General Psychology	<u>4</u>
			25

(Select 49 Credit Hours From)

ACC	219	Federal Taxation	4
ACC	417	Auditing	6
DPG	388	Management Information Systems	4
ECN	344	Money and Banking	4
ECN	347	Investments	3
ECN	442	Financial Management	4
HUM	447	Logic	4
MAT	192	College Mathematics Advanced	6
MGT	121	Introduction to Business	6
MGT	125	Business Law II	4
MGT	221	Office Management	3
MGT	222	Risk and Insurance	4
MGT	224	Promotional Sales	4
MGT	225	Real Estate	3
MGT	227	Credits and Collections	4
MGT	229	Capital Management	3
MGT	320	Principles of Supervision	2
MGT	321	Personnel Management	4

MGT	421	Labor Relations and Collective Bargaining	4
MGT	423	Business Policy and Administration	4
MKG	225	Principles of Marketing	4
PSY	241	Applied Psychology	3
PSY	345	Human Relations	4

### Secretarial Administration Major

Course Numbers	Course	Quarter Hours
ACC 215	Clerical Payroll Procedures	2
COM 339	Discussion and Conference Techniques	4
DPG 183	Business Data Processing	4
MCH 162	Business Machines II	2
MGT 121	Introduction to Business	6
MGT 122	Principles of Management	3
MGT 124	Business Law I	5
MGT 125	Business Law II	4
MGT 221	Office Management	3
MGT 227	Credits and Collections	4
MGT 321	Personnel Management	4
PSY 241	Psychology, Applied	3
SEC 070	Internship	0
SEC 171	Beginning Shorthand	6
SEC 173	Intermediate Typing	4
SEC 175	Filing and Indexing	2
SEC 270	Advanced Typing	4
SEC 272	Intermediate Shorthand	6
SEC 273	Advanced Shorthand	6
SEC 277	Secretarial Science	4
SEC 280	Machine Transcription	2

### Marketing Major

(Offered in Orlando Only)  
(Select From)

Course Numbers	Course	Quarter Hours
ACC 112	Principles of Accounting II	6
ACC 213	Principles of Accounting III	3
DPG 183	Business Data Processing	4
ECN 442	Financial Management	4
MAT 192	College Mathematics Advanced	6
MGT 121	Introduction to Business	6

MGT	122	Principles of Management	3
MGT	124	Business Law I	5
MGT	125	Business Law II	4
MGT	221	Office Management	3
MGT	224	Promotional Sales	4
MGT	225	Real Estate	3
MGT	227	Credits and Collections	4
MKG	123	Principles of Salesmanship	4
MKG	124	Principles of Advertising	4
MKG	225	Principles of Marketing	4
MKG	228	Consumer Behavior	4
MKG	326	Retailing Management	4
MKG	329	Marketing Management	4
MKG	420	Marketing Management Problems	4

### Area III—General Studies

64 Quarter Hours

In addition to the 10 quarter hours of general education included in Area I, 64 additional quarter hours (a total of 74) are required from the following courses: \*

#### COMMUNICATIONS

COM	130	English Mechanics
COM	131	Communications I
COM	132	Communications II
COM	135	Speaking I, Effective
COM	136	Speaking II, Effective
COM	230	English Composition I
COM	231	English Composition II
COM	233	Report Writing
COM	235	Literature, Introduction to
COM	236	Literature, Twentieth Century
COM	238	Introduction to Poetry
COM	239	Introduction to Fiction
COM	336	Journalism
COM	339	Discussion & Conference Techniques

#### MATHEMATICS

MAT	219	Algebra
MAT	391	Statistics

#### SOCIAL SCIENCE

APY	241	Cultural Anthropology
ECN	240	Economics History
ECN	242	Economics II
ECN	243	Economics III

HIS	241	History, American
HIS	242	History, Modern
HIS	244	Political Science
HUM	240	Music, Contemporary
HUM	241	Humanities I
HUM	242	Humanities II
HUM	343	Philosophy
HUM	445	Ethics
HUM	447	Logic
GPY	244	Cultural Geography
PSY	240	Psychology, General
PSY	241	Psychology, Applied
SOC	245	Sociology, Introduction to
SOC	246	Family, The

\* Specific requirements are made for each major.

#### **Area IV—Free Electives**

**22 Quarter Hours**

Free electives may be selected from the synopses of courses listed. Electives may be specialized or general studies.

NOTE: Any specific course requirements in any area may be changed or waived by the dean of the College or appropriate faculty committee upon written request and for reasonable cause. The total hours specified in each area and the degree program total are the minimum requirements for the baccalaureate degree.

## ASSOCIATE IN SCIENCE DEGREE PROGRAM IN BUSINESS ADMINISTRATION

To maintain satisfactory status leading to graduation, all students must complete the following requirements:

1. Complete a minimum of 108 quarter hours of acceptable work, at least one-half of which, including the last three quarters' credit requirements, must be taken at Jones College.
2. Earn required credit in Areas I, II, and III, or as specified.
3. Maintain a general grade average of "C" or higher. This requirement may be relaxed by a faculty committee on examination for good cause and upon such conditions as the committee may fix.
4. Pass final examinations in all courses for which earned credits are recorded.
5. Abide by all College rules and regulations. Maintain a creditable attendance and deportment record and settle all financial obligations to the College prior to graduation.
6. Participate in College commencement exercises next following completion of all graduation requirements.
7. Although all curricula are outlined by areas, it is not necessary that one area be completed before another. Student schedules usually include courses from at least two areas each quarter, assigned in logical sequence.
8. Students receiving an Associate in Science degree in the area of Business Practices may not continue to a Bachelor of Science program.

## ASSOCIATE IN SCIENCE DEGREE PROGRAM IN BUSINESS ADMINISTRATION

### Total Quarter Hour Requirements

	Quarter Hours
Area I Core . . . . .	26
Area II Major . . . . .	66
Area III General Studies . . . . .	<u>16</u>
Minimum Total . . . . .	108



<b>Area I—Required for all Programs</b>		<b>26 Quarter Hours</b>
Course Numbers	Course	Quarter Hours
ACC 111	Principles of Accounting I	6
COM 133	Business English	4
ECN 241	Economics I	4
MAT 191	College Mathematics	6
MCH 161	Business Machines I	2
SEC 172	Beginning Typing	4
		<u>26</u>

**Area II—Major** **66 Quarter Hours**

		<b>Accounting Major</b>	
Course Numbers	Course		Quarter Hours
ACC 112	Principles of Accounting II		6
ACC 213	Principles of Accounting III		3
ACC 214	Principles of Cost Accounting		6
ACC 216	Intermediate Accounting I		6
ACC 217	Intermediate Accounting II		3
ACC 219	Federal Taxation		4
DPG 183	Business Data Processing		4
MAT 192	College Mathematics Advanced		6
MGT 121	Introduction to Business		6
MGT 122	Principles of Management		3
MGT 124	Business Law I		5
MGT 125	Business Law II		4
MGT 227	Credits & Collections		4
Free Electives (6 Quarter Hours from any 100 or 200 level course) *			
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<hr/>			<hr/>
			66

		<b>Broadcast Management Major</b>	
Course Numbers	Course		Quarter Hours
ACC 112	Principles of Accounting II		6
BRD 050	Internship, WFAM		0
BRD 150	Introduction to Broadcasting		4
BRD 156	Fundamentals of Broadcast Announcing I		6
BRD 157	Fundamentals of Broadcast Announcing II		3
BRD 251	Radio & TV Station Operation		4
BRD 253	Studio Productions		4
BRD 254	Communications Law		4
BRD 255	Government Regulations of Broadcasting		4
BRD 257	Advertising, Media		4
COM 135	Effective Speaking I		4
COM 136	Effective Speaking II		3

MGT 122	Principles of Management	3
MGT 224	Promotional Sales	4
Free Electives (13 Quarter Hours from any 100 or 200 level course) *		

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### Data Processing Major

Course Numbers	Course	Quarter Hours
ACC 112	Principles of Accounting II	6
DPG 181	Keypunch	3
DPG 184	Automated Data Processing	4
DPG 185	Computer Concepts	6
DPG 187	Assembler Language	6
DPG 188	RPG II, Introductory	6
DPG 282	RPG II, Advanced	3
DPG 284	COBOL, Introductory	6
DPG 285	COBOL, Advanced	3
DPG 287	Business Systems: Analysis and Design	4
MAT 192	College Mathematics, Advanced	6
MGT 121	Introduction to Business	6
MGT 122	Principles of Management	3
Free Electives (4 Quarter Hours from any 100 or 200 level course) *		

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### Management Major

Course Numbers	Course	Quarter Hours
ACC 112	Principles of Accounting II	6
ACC 219	Federal Taxation	4
DPG 183	Business Data Processing	4
MAT 192	College Mathematics Advanced	6
MGT 121	Introduction to Business	6
MGT 122	Principles of Management	3
MGT 124	Business Law I	5
MGT 125	Business Law II	4
MGT 221	Office Management	3
MGT 222	Risk and Insurance	4
MGT 224	Promotional Sales	4
MGT 227	Credits and Collections	4
MGT 225	Real Estate	3
Free Electives (10 Quarter Hours from any 100 or 200 level course) *		



## MATHEMATICS

MAT 291 Algebra

## SOCIAL SCIENCE

ECN 241 Economics II, Principles of  
 ECN 243 Economics III, Principles of  
 HIS 242 History, Modern  
 HIS 244 Political Science  
 HUM 240 Music, Contemporary  
 HUM 241 Humanities I  
 HUM 242 Humanities II  
 PSY 240 Psychology, General  
 PSY 242 Psychology, Child  
 SOC 245 Sociology, Introduction to  
 SOC 246 Family, The

\*Specific requirements are made for each major.

Other general education courses at the 100 or 200 level may be approved by the Dean of the College.

NOTE: Any specific course requirements in any area may be changed or waived by the Dean of the College or appropriate faculty committee upon written request and for reasonable cause. The total hours specified in each area and the degree program total are the minimum requirements for the associate degree.

## ASSOCIATE IN SCIENCE DEGREE PROGRAM FASHION MERCHANDISING

### Total Quarter Hour Requirements

	Quarter Hours
Area I Core . . . . .	20
Area II Major . . . . .	59
Area III General Studies . . . . .	<u>17</u>
Minimum Total . . . . .	96

### Area I—Core

**20 Quarter Hours**

Course Numbers	Course	Quarter Hours
COM 133	Business English	4
MAT 191	College Mathematics	6
MGT 121	Introduction to Business	6
SEC 172	Beginning Typing	<u>4</u>
		<b>20</b>

<b>Area II—Major</b>			<b>59 Quarter Hours</b>
FMP	101	Color and Design	2
FMP	103	Fashion Sketching	2
FMP	105	Fashion Writing and Show Coordination	4
FMP	107	Finishing and Modeling	12
FMP	109	Interior Design	3
FMP	111	Non-Textiles	3
FMP	113	Principles of Buying	4
FMP	115	Ready to Wear	4
FMP	117	Retailing	4
FMP	220	Bridal Consultation	3
FMP	121	Sales Fundamentals and Techniques	4
FMP	125	Source of Fashion	4
FMP	127	Textiles	2
FMP	129	History of Furniture	4
MGT	224	Promotional Sales	<u>4</u>
			<b>59</b>

<b>Area III—General Studies</b>			<b>17 Quarter Hours</b>
COM	131	Communications I	6
COM	132	Communications II	3
COM	135	Effective Speaking I	4
ECN	241	Economics I	<u>4</u>
			<b>17</b>

## ASSOCIATE IN SCIENCE DEGREE PROGRAM BUSINESS PRACTICES

### Total Quarter Hour Requirements

	Quarter Hours
Area I Core . . . . .	7
Area II Major . . . . .	75
Area III General Studies . . . . .	<u>26</u>
Minimum Total . . . . .	<b>108</b>

<b>Area I—Core</b>			<b>7 Quarter Hours</b>
Course Numbers	Course		Quarter Hours
MCH 110	Office Machines I		3
SEC 110	Office Typing I		<u>4</u>
			<b>7</b>

<b>Area II—Major</b>			<b>75 Quarter Hours</b>
ACC 109	Introduction to Bookkeeping		3

ACC	110	Advanced Bookkeeping	6
BUS	121	Introduction to Business Practices	4
BUS	122	Introduction to Management	4
BUS	222	Insurance	3
BUS	224	Salesmanship	4
BUS	225	Real Estate Practices	4
BUS	227	Consumer Finance	3
BUS	229	Introduction to Personnel Practices	4
BUS	230	Consumer Economics	4
COM	111	Advanced Communications and Data Recording	6
DPG	110	Basic Data Processing	4
MAT	110	Advanced Mathematics	3
MCH	111	Office Machines II	3
SEC	111	Office Typing II	4
Free Electives (16 Quarter Hours from any 100 or 200 level course) *			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			<u>75</u>

### Area III—General Studies

26 Quarter Hours

COM	110	Basic Communications	6
COM	121	Vocabulary and Spelling	3
COM	215	Oral Communication	4
ECN	211	The Economic System	3
ECN	212	Micro Economics	3
MAT	109	Basic Mathematics	3
PSY	121	Introduction to Psychology	<u>4</u>
			26

\*Free electives in all majors may be selected subject to the approval of the Dean, from any of the courses in the 100 and 200 levels listed in the descriptions of courses.

## COLLEGE CALENDAR

### FALL QUARTER 1974

Registration and Orientation	Friday—Tuesday	September 20—24 *
Beginning of Fall Quarter	Wednesday	September 25
Last Day to Enter Classes	Wednesday	October 2
Thanksgiving Holiday	Thursday—Sunday	November 28— December 1
Examination Week	Monday—Friday	December 9—13
End of Fall Quarter	Friday	December 13
Christmas Vacation	Saturday—Wednesday	December 14— January 1, 1975

### WINTER QUARTER 1975

Registration and Orientation	Thursday—Tuesday	December 26—31, 1974
Beginning of Winter Quarter	Thursday	January 2
Last Day to Enter Classes	Thursday	January 9
Examination Week	Monday—Thursday	March 24—27
End of Winter Quarter	Thursday	March 27

### SPRING QUARTER 1975

Easter Holiday	Friday—Monday	March 28—31
Registration and Orientation	Friday—Tuesday	March 28—April 1 *
Beginning of Spring Quarter	Wednesday	April 2
Last Day to Enter Classes	Wednesday	April 9
Memorial Day Holiday	Saturday—Monday	May 24—26
Examination Week	Monday—Thursday	June 16—19
End of Spring Quarter	Thursday	June 19
Graduation—Jacksonville	Saturday 2:00 p.m.	June 21
Graduation—Orlando	Saturday 2:00 p.m.	June 28

### SUMMER QUARTER 1975

Registration and Orientation	Friday—Saturday	June 20—28 *
Beginning of Summer Quarter	Monday	June 30
Last Day to Enter Classes	Monday	July 7
Independence Day	Friday	July 4
Labor Day Holiday	Saturday—Monday	August 30— September 1
Examination Week	Monday—Thursday	September 15—18
End of Summer Quarter	Thursday	September 18

## ALL QUARTER 1975

Registration and Orientation	Friday—Tuesday	September 19—23 *
Beginning of Fall Quarter	Wednesday	September 24
Last Day to Enter Classes	Wednesday	October 1
Thanksgiving Holiday	Thursday—Sunday	November 27—30
Examination Week	Monday—Thursday	December 8—11
End of Fall Quarter	Friday	December 12
Christmas Vacation	Saturday—Thursday	December 13— January 1, 1976

## INTER QUARTER 1976

Registration and Orientation	Friday—Saturday	December 26, 1975— January 3, 1976 *
New Year's Day Holiday	Thursday	January 1, 1976
Beginning of Winter Quarter	Monday	January 5
Last Day to Enter Classes	Monday	January 12
Examination Week	Monday—Thursday	March 22—25
End of Winter Quarter	Thursday	March 25

## SPRING QUARTER 1976

Registration and Orientation	Friday—Tuesday	March 26—30 *
Beginning of Spring Quarter	Wednesday	March 31
Last Day to Enter Classes	Wednesday	April 7
Easter Holiday	Friday—Monday	April 16—19
Memorial Day Holiday	Saturday—Monday	May 29—31
Examination Week	Monday—Thursday	June 14—17
End of Spring Quarter	Thursday	June 17
Graduation — Jacksonville	Saturday 2:00 p.m.	June 19
Graduation — Orlando	Saturday 2:00 p.m.	June 26

## SUMMER QUARTER 1976

Registration and Orientation	Friday—Tuesday	June 18—29 *
Beginning of Summer Quarter	Wednesday	June 30
Last Day to Enter Classes	Wednesday	July 7
Independence Day	Monday	July 5
Labor Day Holiday	Saturday—Monday	September 4—6
Examination Week	Monday—Thursday	September 20—23
End of Summer Quarter	Thursday	September 23

## FALL QUARTER 1976

Registration and Orientation	Friday—Tuesday	September 24—28 *
Beginning of Fall Quarter	Wednesday	September 29
Last Day to Enter Classes	Wednesday	October 6
Thanksgiving Holiday	Thursday—Sunday	November 25—28
Examination Week	Monday—Thursday	December 13—16
End of Fall Quarter	Thursday	December 16
Christmas Vacation	Friday—Sunday	December 17— January 2, 1977





# Jones College

## APPLICATION FOR ADMISSION (\$10 fee to accompany application)

**CHECK** Jacksonville:  Arl  SWC  North  Patricia Stevens   
**ONE:** Orlando:  Main Campus  North

I hereby make application for enrollment in Jones College subject to the provisions of its current catalog, student handbook and tuition rate sheet. I submit the following in support of my application. **(Please print or type.)**

The information submitted herewith is material representation and any inaccuracy or false statement will entitle the College to deny admission to the applicant.

Full Name of Applicant \_\_\_\_\_  
First Middle Last

Phone: Area \_\_\_\_\_ Residence \_\_\_\_\_ Area \_\_\_\_\_ Business \_\_\_\_\_

Address \_\_\_\_\_ City and State \_\_\_\_\_ Zip Code \_\_\_\_\_

Degree Objective:  Associate in Science or  Bachelor of Science  
Major: (Check One)  Accounting  Broadcast Management  Management  
 Fashion Mdsng.  Data Processing  Secretarial Adm.  Marketing

Non-Degree:  Secretarial Diploma  Other \_\_\_\_\_

Entry Date: \_\_\_\_\_  Fall  Winter  Spring  Summer \_\_\_\_\_ year  
Day   
Night   
Alternate

Application for Entry as:  Freshman  Sophomore  Junior  Senior

Parent's Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_ City & State \_\_\_\_\_ Res. Ph. \_\_\_\_\_

Appl. Birth Date \_\_\_\_\_ Birth Place \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

Appl. Occupation \_\_\_\_\_ If married, wife or hus. name \_\_\_\_\_

Referred By: \_\_\_\_\_

Previous Education: \_\_\_\_\_ H.S. Grad. Date \_\_\_\_\_

High School \_\_\_\_\_ City & State \_\_\_\_\_ Zip Code \_\_\_\_\_

College \_\_\_\_\_ City & State \_\_\_\_\_ Zip Code \_\_\_\_\_

College Credits Earned (if any) \_\_\_\_\_ Semester Hrs. \_\_\_\_\_ Quarter Hrs. \_\_\_\_\_

Remarks: I need Financial Aid  Yes  No  Dormitory Student  Yes  No

If accepted I further agree to abide by the rules and regulations of the College.

This application for admission to Jones College of the above applicant is made with my consent and approval.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_  
(If applicant is under 21 years of age.)

Recommended by \_\_\_\_\_  
Admissions Counselor

Approved by Admissions Committee

Chairman \_\_\_\_\_ Date \_\_\_\_\_



For further information contact

Admissions Department  
JONES COLLEGE  
Arlington Expressway  
Jacksonville, Florida 32211  
Phone: (904) 743-1122

Admissions Department  
JONES COLLEGE  
1505 E. Colonial Drive  
Orlando, Florida 32803  
Phone: (305) 896-2407

You are cordially invited to visit the college. Prospective students especially are encouraged to visit the campus. The offices of Jones College are open from 8 a.m. to 5 p.m. Monday through Friday and by appointment on Saturday. (Appointments for evening or Saturday interviews should be made in advance. Appointment for week-day visits are not necessary but are recommended.)



# JONES COLLEGE



JACKSONVILLE, FLORIDA/ORLANDO, FLORIDA